

國際龍舟聯合會

INTERNATIONAL DRAGON BOAT FEDERATION

IDBF CODE OF ETHICS and IDBF ETHICS COMMITTEE

PREAMBLE:

IDBF Commitment & Responsibilities

The IDBF is responsible for safeguarding the integrity of the sport of Dragon Boat worldwide.

The IDBF strives to protect the sport of Dragon Boat from illegal, immoral or unethical methods and practices that may harm it and bring it into disrepute.

This Code defines the most important standards of behaviour and conduct within IDBF as well as with external parties.

The conduct of persons bound by this Code shall reflect the fact that they support the principles and objectives of IDBF in every way and refrain from anything that could be harmful to these principles and objectives.

They are required to restate their commitment to the Olympic Charter and in particular its Fundamental Principles, and reaffirm their loyalty to the Chinese traditions of Dragon Boat Sport.

They shall respect the significance of their commitment to IDBF and its members, and represent them and behave towards them honestly, fairly, respectably and with integrity.

Principles of Conduct Applicable to the IDBF Family

These principles apply to all members of the IDBF Family as follows:-.

- a) Members of the IDBF Family shall act in good faith towards each other with mutual trust and understanding in all their dealings. Persons subject to or by the Code are obliged to respect all applicable laws and regulations as well as IDBF's Statutes, Rules, Bye-Laws and Event Regulations.
- b) Persons subject to the Code shall act in an ethical and dignified manner, and with complete integrity and credibility. Safeguarding the dignity of the individual is fundamental and all forms of harassment in Dragon Boat, be it physical, verbal, mental or sexual, are prohibited
- c) Persons subject to the Code shall not act in a manner likely to affect adversely the reputation of the IDBF, or the sport of Dragon Boat generally, nor shall they act in a manner likely to bring the sport into disrepute.
- d) Persons subject to the Code shall act with the utmost integrity, honesty and responsibility in fulfilling their respective roles in the sport of Dragon Boat.
- e) Doping in Dragon Boat is strictly prohibited in accordance with the Anti-Doping Rules.
- f) Persons subject to the Code are prohibited from misappropriating or misusing IDBF assets, regardless of whether carried out directly or indirectly through, or in conjunction with, intermediaries or related parties

THE CODE OF ETHICS

The IDBF Code of Ethics is authorized and implemented by the IDBF Council, in compliance with the principles and rules of the International Olympic Committee's (IOC) Code of Ethics. These principles are set out in the Code.

The Code of Ethics and all the Implementing Provisions must be respected by the Code Parties at all times and in all circumstances

IDBF Code of Ethics applies to the following groups and individuals in the IDBF Dragon Boat Family, collectively known as the Parties to the Code – **the ‘ Code Parties’**.

the IDBF Council, Commissions, Committees, Secretariat, Working Groups, Elected and Staff Officials and Administrators, Technical Race Officials.

the IDBF Continental Federations – ADBF, EDBF, DBFA, ODBF, PADBF, and their governing organizations.

the IDBF Members and those involved in the administration of the Sport at all levels;

the Organising Committees for IDBF World Championship Regattas and Continental Championships;

the Cities that wish to organise IDBF World Championship Regattas or Continental Championships;

Within the Code Parties the code equally applies to the following individuals

- a) those that participate in an event under the authority of IDBF OR
- b) act as an official (trainer, coach, team manager, delegate, representative, etc) of a team, a club, a national Dragon Boat federation, or a recognised IDBF Continental Federation OR
- c) officiate as an international Race Official or in a similar role OR
- d) assumes any role within IDBF, within its Council, its Executive Committee, one of its Commissions or Committees or Working Groups or Management Boards or
- e) otherwise deals with IDBF and/or shares in its activities in relation to that dealing with the IDBF OR has an involvement in its activities OR
- f) organises or participates in a competition which is placed under IDBF's authority, according to the Statutes and Rules of Racing, which means during an IDBF World Championship Regattas and Continental Championships, all participants, in particular the athletes and their entourage, the IDBF Members', including their Clubs and Crews and delegations, IDBF Officials and Staff and the Race Officials.

THE IDBF ETHICS COMMITTEE.

Purpose. The purpose of the IDBF Ethics Committee is to safeguard the ethical principles set out in the Code of Ethics.

Role. The Committee conducts investigations into breaches of ethics submitted to it by the IDBF President or the IDBF Executive Committee (Executive). Where necessary the Committee makes recommendations for measures or sanctions to the Executive and/or the IDBF Members Congress.

These recommendations remain confidential until the IDBF Executive makes a decision. All decisions taken will be published on the IDBF website at www.idbf.org.

Who can refer a case?

Anyone, including the IDBF Executive Committee, may make a complaint in writing under the Code to the President of IDBF. The Ethics Committee cannot refer cases to itself, but it can inform the IDBF President of the existence of a situation of which it has knowledge, more particularly of complaints received from any person concerned by a breach of the rules of Olympic ethics.

Procedures and possible sanctions

When a case is referred to the Ethics Committee by the IDBF President, it prepares the file, possibly under the responsibility of a rapporteur. It can hear any person necessary to understand the situation. The right to be heard of the person or organisation implicated is always respected.

The Ethics Commission can propose any useful measure, such as revising bye-laws, rules and regulations. It can also recommend a sanction - those defined in Bye-Law 8 of the [IDBF Bye-Laws](#) - from a warning to expulsion or the withdrawal of a World or Continental Championship's accreditation. It can also recommend the same sanctions as those that can be awarded by the IDBF Entourage Committee.

THE IDBF CODE OF ETHICS

PART.A

1. PREAMBLE. The International Dragon Boat Federation, each of its Continental Federations and each of its Members, the Organising Committees of IDBF World Championships and Dragon Boat Continental Championships and the cities wishing to organise IDBF World Championships or Dragon Boat Continental Championships (hereinafter “the Code parties”) state their commitment to this Code.

Consequently, at all times the Code parties and, in the framework of IDBF World Championships and Dragon Boat Continental Championships, the participants, undertake to respect and ensure respect of the present Code. The IDBF Members and affiliated organisations shall adopt a code of ethics based on the principles and rules of the IDBF Code of Ethics or adopt the IDBF Code in a written declaration.

2. EQUALITY & DIGNITY: Safeguarding the equality and dignity of the individual are fundamental requirements of the IDBF.

2.1. There shall be no discrimination between the participants on the basis of race, gender, ethnic origin, colour, culture, religion, philosophical or political opinion, marital status sexual orientation or other grounds, except as permitted by law, including in the IDBF Council, Committees, Commissions or other elected or appointed bodies of the IDBF.

In electing or appointing persons to positions, Councils, Boards, committees, commissions or other elected or appointed bodies within the IDBF, both sexes must be considered

2.2. All doping practices at all levels are strictly prohibited. The provisions against doping in the World Anti-Doping Code shall be scrupulously observed.

2.3 All forms of harassment of participants, be it physical, professional or sexual, and any physical or mental injuries to participants, are prohibited.

2.4 All forms of participation in, or support for betting related to IDBF World Championships and Dragon Boat Continental Championships and all forms of promotion of betting related to the IDBF World Championships and Dragon Boat Continental Championships, are prohibited.

2.5 In the context of betting, participants in IDBF World Championships and Dragon Boat Continental Championships, must not, by any manner whatsoever, infringe the principle of fair play, show non-sporting conduct, or attempt to influence the course or result of a competition, or any part thereof, in a manner contrary to sporting ethics.

2.6 IDBF World Championships and Dragon Boat Continental Championships, shall guarantee the participants conditions of safety, well-being and medical care favourable to their physical and mental equilibrium.

2.7 **Dignity and Integrity.** Persons subject to the Code may not offend the dignity or integrity of a country, private person or group of people through contemptuous, or discriminatory words or actions on account of race, skill, colour, ethnic, national or social origin, gender, language, religion, political opinion or any other opinion, wealth, birth or any other status, sexual orientation or any other reason.

2.8 **Harassment.** Harassment is forbidden. Harassment is defined as systematic, hostile and repeated acts for a considerable duration, intended to isolate or ostracize a person or group and affect the dignity of a person or group.

2.9 **Sexual Harassment is forbidden.** Sexual harassment is defined as unwelcome sexual advances that are not solicited or invited. The assessment is based on whether a reasonable person would regard the conduct as undesirable or offensive. Threats, the promise of advantages and coercions are particularly prohibited.

2.10. Principles of Conduct Applicable to IDBF Officials. IDBF Officials shall use due care and diligence in fulfilling their roles for and on behalf of the IDBF.

(a) **Improper Benefits.** IDBF Officials shall not, directly or indirectly, solicit, accept or offer any form of improper remuneration or commission, or any concealed benefit or service of any nature, connected with the organisation of any Dragon Boat event or election or appointment to office.

(i) Gifts and other benefits of nominal value may be given or accepted by an IDBF Official as a mark of respect or friendship. The giving or accepting of any other gift or benefit by an IDBF Official is prohibited. If in doubt, gifts shall not be offered or accepted. In all circumstances, the giving or accepting of cash by an IDBF Official in any amount is prohibited.

(ii) The hospitality shown to IDBF Officials and the person(s) accompanying them shall not be excessive.

(iii) Persons subject to the Code shall not offer to or accept from anyone within IDBF cash in any amount or form or any reimbursement for expenses which are not official activities.

(iv) Persons subject to the Code may not be reimbursed by IDBF for the costs associated with family members or associates accompanying them to official events, unless expressly permitted to do so by the IDBF Executive Committee. Any such permission will be documented.

(b) **Improper Association.** IDBF Officials must not be involved with firms or persons whose activity or reputation is inconsistent with the principles set out in the Code.

(c) **No Conflicts of Interest.** IDBF Officials shall act for the benefit of the IDBF when making decisions that affect or may affect the IDBF and must do so without reference to their own personal interest, either financial or otherwise.

(d) **Neutrality** IDBF Officials shall remain politically neutral in their dealings on behalf of the IDBF with government institutions, national and international organisations.

3. INTEGRITY: The Code parties or their representatives shall not, directly or indirectly, solicit, accept or offer any form of remuneration or commission, nor any concealed benefit or service of any nature, connected with the organisation of an IDBF World Championships or Continental Dragon Boat Championships and are prohibited from accepting commission or promises of such commission for themselves or intermediaries and related parties for negotiating deals of any kind whilst carrying their normal Code Party duties.

3.1 **Gifts.** Only gifts of nominal value, in accordance with prevailing local customs, may be given or accepted by the Code parties, as a mark of respect or friendship. Any other gift must be passed on to the organisation of which the beneficiary is a member.

3.2 **Hospitality.** The hospitality shown to the members and staff of the Code parties, and the persons accompanying them, shall not exceed the standards prevailing in the host country.

3.3 **Code Parties.** The Code parties shall respect the IDBF conventions concerning Conflicts of Interests affecting the behaviour of Code Parties.

3.4 The Code parties shall use due care and diligence in fulfilling their mission. They must not act in a manner likely to tarnish the reputation of the IDBF.

3.5 The Code parties, their agents or their representatives must not be involved with firms or persons whose activity or reputation is inconsistent with the principles in the Code.

3.6 The Code parties shall neither give nor accept instructions to vote or intervene in a given manner within the organs of the IDBF or its Continental Federations.

4. GOOD GOVERNANCE AND RESOURCES: The basic Universal Principles of Good Governance of the IDBF and within the Sports Movement, as a whole, in particular transparency, responsibility and accountability, must be respected by all Code parties. IDBF resources may be used only for IDBF purposes.

4.1. The income and expenditure of the Code parties shall be recorded in their accounts, which must be maintained in accordance with generally accepted accounting principles. An independent auditor will check these accounts.

4.2. In cases where the IDBF gives financial support or equipment, such as Dragon Boats, to Code parties, the use of these resources for must be clearly demonstrated in the accounts;

- a) the accounts of the Code parties concerned may be subjected to auditing by an expert designated by the IDBF Executive Committee.

4.3. The Code parties recognise the significant contribution that broadcasters, sponsors, partners and other supporters of sports events make to the development and prestige of IDBF World Championships and Continental Championships.

However, such support must be in a form consistent with the rules of sport and the principles defined in the present Code. **They must not interfere in the running of sports institutions.**

4.4. The organisation and staging of sports competitions are the exclusive responsibility of the independent sports organisations recognised by the IDBF.

4.5. The Code parties shall in all points respect the various manuals published by the IDBF linked to the organization of a World Championships or Continental Championships and in particular the IDBF Championship Organisers Handbook and the IDBF Contract of Agreements for World Championships.

5. RELATIONS WITH STATES: The Code parties shall work to maintain harmonious relations with state authorities, in accordance with the principle of universality and political neutrality of the IDBF and the Olympic Movement.

5.1. The Code parties are free to play a role in the public life of the states to which they belong. They may not, however, engage in any activity or follow any ideology inconsistent with the principles and rules of the IDBF or those defined and set out in the present Code.

5.2. The Code parties shall endeavour to protect the environment on the occasion of any events they organise. In the context of IDBF World Championships and Continental Championships, they undertake to uphold generally accepted standards for environmental protection.

6. CONFIDENTIALITY: Persons subject to the Code shall not at any time disclose information entrusted to them in confidence in connection with their role or activities in Dragon Boat unless required to do so by the Code or by law.

Information which is not confidential and is obtained in connection with their role or activities in Dragon Boat shall not be disclosed for personal gain or benefit, nor be used maliciously to damage the reputation of any person or organisation

6.1. The principle of confidentiality shall be strictly respected by the IDBF Ethics Commission in all its activities. Persons subject to the Code shall immediately report any potential breach of this Code to the IDBF President, with a view to possible referral to the IDBF Ethics Commission.

6.2 Persons subject to the Code are obliged to contribute to clarifying the facts of a case, or clarifying possible breaches and to provide evidence requested by the Ethics Panel.

6.3 Disclosure of other information shall not be for personal gain or benefit, nor be undertaken maliciously to damage the reputation of any person or organisation.

7 IMPLEMENTATION: The Code parties shall see to it that the principles and rules of the IDBF and the present Code are applied.

7.1 The Code parties shall inform the IDBF President of any breach of the present Code, with a view to possible referral to the IDBF Ethics Commission.

7.3 The IDBF Ethics Commission may set out the provisions for the implementation of the present Code in a set of implementing provisions.

- (a) There shall be an independent and appropriately qualified investigator appointed by the Commission to undertake investigations into violations of the Code (other than violations of the Anti-Doping Rules) according to the Procedural Rules – see paragraph 2. Rules of Procedure in Part D.

8 DIRECTIONS CONCERNING THE ELECTION OF MEMBERS OF THE IDBF COUNCIL:

(The IDBF President, Vice-Presidents', Secretary-General and Treasurer)

Pre-Directions. It is in the interest of the IDBF and the candidates for election to the IDBF Council (the Council) that during the campaign (for which each candidate chooses the ways and methods that he / she intends to use), respect for the “universal fundamental ethical principles”, should prevail.

It is essential that, during a campaign, equality be observed between the candidates and an atmosphere of mutual respect prevail amongst them.

Without calling into question the confidence that the candidates enjoy, the drafting and publication of the Directions that follow, derives from the need to ensure a degree of harmonization in the conduct of candidates and to prevent any excesses, which their supporters might in good faith be led to commit.

8.1 General Conduct.

Candidates for elected IDBF positions shall conduct their candidacies with honesty, dignity and respect for their opponents. Each candidate may promote their candidature, subject to respecting the provisions of the IDBF Bye-Laws on elections. The promotion of a candidature shall be conducted with dignity and moderation. The conduct of the candidates shall comply with the provisions of this IDBF Code.

8.2 Promotion & Meetings.

The promotion of a candidature for election to the IDBF Executive shall exclude any form of publicity, including the use of new media or social networks.

Candidates shall limit the number of trips that they make with a view to promoting their candidature in order to avoid excessive expenditure, a factor of inequality amongst the candidates.

No public meeting or gathering of any kind may be organised in the framework of promoting a candidature.

8.3 Assistance & Benefits.

No assistance, whether financial, material or in kind, be it direct or indirect, may be given to candidates by Code parties. If offered such assistance, the candidate concerned has the duty to refuse it and to inform the IDBF Ethics Commission accordingly.

Candidates may in no case and under no pretext give presents, offer donations or gifts or grant advantages of whatever nature.

8.4 Promises & Visits.

No candidate may enter into any promise or undertaking to be performed, whatever the timing of such performance, for the direct or indirect benefit of Code parties, an organisation, region or partner.

Visits between candidates and Code parties are not encouraged. Any such visits organised specifically in connection with a candidature shall be reported to the IDBF President, unless he or she is a candidate, in which case such visits shall be reported to the IDBF Ethics Commission.

8.5 Declarations & Neutrality.

As the voting is secret, IDBF Members are prohibited individually or collectively, from announcing publicly in any form whatsoever their intention to vote or from any public invitation to vote for a candidate.

IDBF Honorary Appointees and Members, Code parties, sponsors and IDBF partners shall remain neutral. They shall refrain from making any public declaration and may in no way support a candidature.

8.6 Undertaking & Assistance.

Candidates may not enter into any form of undertaking with any natural or legal person likely to affect the freedom of decision or action of the IDBF President

No direct or indirect assistance, be it financial, material or in kind, may be given to candidates by a Code party, sponsor, IDBF partner or other third party. If offered such assistance, the candidate concerned has the duty to refuse it and to inform the IDBF Ethics Commission accordingly.

8.7 Debates & Communications.

The candidates may not take part in any public debate, regardless of the organizer. Candidates may grant interviews to the media.

No form of publicity may be devoted to a candidate regardless of the backer. No use, free of charge or in return for payment, of the services of a journalist or the media may be made in order to place a candidature at an advantage or a disadvantage.

All communications undertaken by the candidate shall strictly respect the other candidates and shall in no way be prejudicial to any other candidate.

8.8 Relationships – Candidates & the IDBF

Each candidate shall, in the framework of promoting their candidature, respect the other candidates, the IDBF Members and the IDBF itself.

A candidate may produce no spoken word, written text or representation of any nature likely to harm the image of another candidate or cause his / her prejudice. No understanding, coalition or collusion between candidates with the intent to influence the result of the vote is allowed.

The IDBF Secretariat and other administration staff shall maintain a strict duty of neutrality at all times. The members of the administration shall limit their relations with the candidates strictly to the content of their mission.

No support or service in relation to a candidature may be requested from any member of the IDBF Secretariat or from a department or other section of such administration.

Concealed promotion in the form of technical meetings or other events is prohibited. These may be added to the official calendar of events only with the approval of the IDBF President or Secretary-General, should the IDBF President be a standing candidate.

8.9 Sanctions.

Any interested party shall bring any breach of these Directions to the attention of the IDBF Ethics Commission, which will undertake an inquiry.

If there is proof of a breach of these Directions, the IDBF Ethics Commission may make to the candidate in question:

- observations, which could be made public,
- or issue a warning, which will be automatically made public on the IOC website.

In the event of a serious breach of these Directions, the case shall be referred to the IDBF Council for possible sanctions.

9. RULES CONCERNING CONFLICTS OF INTERESTS AFFECTING THE CODE PARTIES.

These Rules apply to Code parties as defined by the preamble of the IDBF Code of Ethics

9.1 Scope of Application.

Persons subject to the Code or parties standing for election to IDBF or other relevant body shall disclose to IDBF or that body any personal interests that could be linked with their activities or prospective activities.

(a) Conflicts of interest arise if Persons subject to the Code have, or appear to have private or personal interests that detract or may detract from their ability to perform their duties with integrity in an independent, fair and correct manner.

(i) Private or personal interests include gaining any possible advantage for the Persons subject to the Code themselves, their family, relatives, friends, and acquaintances.

(ii) In cases requiring interpretation, reference shall be made to the section entitled "Rules concerning conflicts of interest affecting the behaviour of Olympic parties" in the IOC Code of Ethics.

(b) With respect to legal persons among the Code parties, these Rules are applicable to all members or staff with actual decision-making power within them.

(c) Each such legal person may define other categories of persons for whom these Rules can be applicable, while informing the IDBF Ethics Committee.

9.2 Definition.

In the context of the provisions of these Rules, a distinction is made between the situation of a "potential conflict of interests" and the case of a "conflict of interests". Only conflicts of interests are prohibited.

9.2.1 A situation of a potential conflict of interests arises when the opinion or decision of a person, acting alone or within an organisation, in the framework of the activities of the physical or legal persons defined in 9.1 above, may be reasonably considered as liable to be influenced by relations that the aforementioned person has, has had or is on the point of having with another person or organisation that would be affected by the person's opinion or decision.

9.2.2. A case of conflict of interests is constituted when any person who, having abstained from declaring a situation of a potential conflict of interests, expresses an opinion or takes a decision in the circumstances described in the above paragraph 9.2.1

9.3 Types of Interests to take Into Consideration

In assessing the situations described in 9.2 above, direct as well as indirect interests must be taken into account.

This also includes the interests of a third person (parent, spouse, relation or dependent). In the following non-exhaustive list of examples, the circumstances in which a conflict of interests could arise are:

9.3.1 personal and/ or material involvement (salary, shareholding, various benefits) with suppliers of the Code party concerned;

9.3.2 personal and/ or material involvement with sponsors, broadcasters, various contracting parties;

9.3.3 personal and/ or material involvement with an organisation liable to benefit from the assistance of the Olympic party concerned (including subsidy, approval clause or election).

9.4 Resolution of Conflicts

It is the personal responsibility of each person to avoid any case of conflict of interests.

Faced with a situation of a potential conflict of interests, the person concerned must refrain from expressing an opinion, from making or participating in making a decision or accepting any form of benefit whatsoever. However, if the person wishes to continue to act or if the person is uncertain as to the steps to take, the person must inform the IDBF Ethics Committee of the situation.

The Ethics Committee then takes the steps foreseen in paragraph 9.5 below. **The information given will be kept confidential.**

9.5 Role of the IDBF Ethics Committee.

The IDBF Ethics Committee is responsible for advising persons, at their request, in a situation of a potential conflict of interests. The Committee proposes to the person concerned a solution from the following options:

- registering the declaration without any particular measure;
- removal of the person involved from part or all of the action or from the decision of the Olympic party at the root of the conflict;
- relinquishment of the management of the external interest causing the conflict. Complementary measures may also be proposed.

The person concerned then takes the steps that he/ she considers appropriate, subject to the Committee's application of the second paragraph of paragraph 9.7 below.

The IDBF Ethics Committee also investigates breaches of the Code of Ethics and, if necessary, proposes sanctions to the IDBF Executive Committee

9.6 Procedure.

Any case of conflict of interests is dealt with in accordance with the provisions of the IDBF Bye-Laws and the Rules of Procedure of the IDBF Ethics Committee.

The IDBF Executive Committee is responsible, in the final instance, for taking decisions concerning conflicts of interests.

9.7 Undeclared Conflicts of Interest.

In the event that a person neglects to declare a situation of a potential conflict of interests, the IDBF President or one of the IDBF Vice-Presidents may refer the case to the IDBF Ethics Committee in accordance with the conditions set out in its rules.

The IDBF Ethics Committee proposes to the IDBF Executive a decision that may include the measures provided in Article 5, as well as the sanctions defined in the IDBF Bye-Laws..

9.8 Specific Provisions

Prior to examination, by the IDBF Executive Committee, of a candidature for election as an IDBF Council Member, a candidate must declare his/ her professional interests to the IDBF Ethics Committee. The Committee may draw the attention of the candidate to potential conflicts of interests that it identifies. This does not exempt the candidate concerned from making subsequent declarations pursuant to 9.4 above.

9.9 Enforcement

The provisions set forth in paragraph 9.2 above shall apply to any situation of a potential conflict of interests, which is not declared by the person concerned by the date of the forthcoming IDBF Congress.

9.10 Execution

The Principles in the Code shall be enforced in accordance with its provisions and in accordance with the provisions of the Rules and Regulations referred to in it. **The IDBF Executive & Council and the IDBF Ethics Committee are responsible, each in its own capacity, for the execution of these Rules.**

10. RULES OF CONDUCT APPLICABLE TO ORGANISATIONS WISHING TO ORGANISE AN IDBF WORLD CHAMPIONSHIP REGATTA

10.1 Scope of Application.

These Rules apply to all Code parties and in particular to Organising Committees of IDBF World Championship Regattas, as well as to any person or organisation acting on their behalf or supporting them.

Each IDBF Member is responsible for ensuring compliance with these Rules at all times.

10.2 Principles.

Members and Candidate Cities wishing to host World Dragon Boat Series competitions and other International Competitions organised by the IDBF (including those persons acting or entitled to act on their behalf) shall conduct their candidacies with honesty, dignity and respect for their opponents.

- (a) Members and Candidate Cities shall act in accordance with the Rules of Conduct Applicable to Members and Candidate Cities Wishing to Host World Dragon Boat Series competitions and other International Competitions organised by the IDBF .
- (b) The conduct of World Championships' Organising Committee shall comply strictly with the provisions of the IDBF Bye-Laws and Competition Regulations and, the IDBF Code of Ethics and its Implementing Provisions.

The IDBF Member of the country is responsible for the activities and conduct of the Championship Organising Committee (COC)

10.3 Internet & Social Media.

The COC may create their own Internet site and social media pages for informative purposes only. Internet site and social media pages may be in the language of the country concerned, as well as in English and/ or Chinese, if the COC so wishes.

- (a) All COCs must inform the IDBF of their official internet site and social media accounts.
- (b) Any form of promotion through the internet and social media must strictly respect paragraph 10.4 below of these Rules of Conduct.
- (c) Each COC is responsible for the content of its respective Internet site and social media pages.

10.4 Promotion.

The COC and its IDBF Member are entirely responsible for all forms of promotion. Any person or organisation acting on behalf of a COC shall respect, in particular, the provisions of this paragraph.

- (a) The IDBF reserves the right to issue additional specific provisions concerning promotional activities.
- (b) Any form of promotion (advertising, public relations work, use of social networks, etc.) is to be undertaken by the COCs themselves, excluding all third parties.

PART. B

BASIC UNIVERSAL PRINCIPLES OF GOOD GOVERNANCE OF DRAGON BOAT SPORT

Principal.1 - Vision, Mission and Strategy

1.1 Vision. The vision and overall goals of the IDBF and the IDBF Members' have to be clearly defined and communicated.

1.2 Mission. Their mission is to include:-

- development and promotion of sport through non-profit organisations,
- promotion of the values of sport,
- organisation of competitions,
- ensuring a fair sporting contest at all times,
- protection of the members and particularly the athletes, solidarity,
- respect for the environment

1.3 Strategy. The strategy is to be aligned with the vision and regularly adapted to the environment.

Principle.2 - Structures, Regulations and Democratic Process

2.1 Structures. In line with the IDBF Statutes and Bye-Laws all IDBF Member organizations should be based on the concept of membership within entities established in accordance with applicable laws. The IDBF organisations should include as members legal or physical persons who constitute the organisation and contribute to form the will of the organisation.

The stakeholders of the organisation encompass all members who make up the organisation as well as all external entities who are involved and have a link, relation with or interest in the organisation.

2.2 Clear Regulations. All regulations of each IDBF Member organisation, including but not limited to, statutes constitutions and other procedural regulations, should be clear, transparent, disclosed, publicised and made readily available. Clear regulations allow understanding, predictability and facilitate good governance. The procedure to modify or amend the regulations should also be clear and transparent.

2.3 Governing Committees. The size of the governing committees' of IDBF Members' should be adequate and consistent with the size of the IDBF Member.

The tasks and responsibilities of the Member's governing committees' are to be clearly defined in the applicable regulations and should be adapted and reviewed as necessary.

The IDBF Member organisation are to set out and adopt reliable and appropriate criteria for the election or appointment of members of the governing committees so as to ensure a high level of competence, quality and good governance.

2.4 Representative Governing Committees. Individual Members of an IDBF Member organization, as well as dragon boat crews should, be represented within the governing committees, particularly women and athletes. Special care should be taken for protection and representation of minority groups.

2.5 Democratic Processes. Democratic processes, such as elections, are to be governed by clear, transparent and fair rules.

2.6 Attributions of the respective committees A clear allocation of responsibilities between the different governing committees such as the general assembly (congress) executive body, committees or disciplinary bodies, are to be determined.

There should be a balance of power between the bodies responsible for the management, supervision and control of the IDBF Member organisations.

2.7 Decision-Making. All members of the IDBF Member organisations shall have the right to express their opinion on the issues on a meeting agenda through the appropriate channels.

Members shall have the right to vote and be able to exercise that right in appropriate form as defined in the regulations of the IDBF Member. Decision-making committees' should be fully aware of all relevant information before taking a decision.

Committees' of the IDBF Member should meet on a regular basis taking into consideration their specific duties and obligations (e.g. the holding of an annual General Assembly is recommended).

2.8 Conflicts of Interests. As a general principle, members of any decision-making body should be independent in their decisions. No-one with a personal or business interest in the issue under discussion should be involved in the decision. Adequate procedures should be established in order to avoid any conflicts of interests.

2.9 Election or renewal of office-bearers on a regular basis. The duration of the terms of office should be pre-determined in order to allow election/ renewal of office-bearers on a regular basis. Access for new candidates should be encouraged.

2.10 Decisions and Appeals. Any member affected by a decision of a disciplinary nature taken by any IDBF Member organisation should be offered the possibility to submit an appeal to an independent body within IDBF's jurisdictions. When decisions are taken against an IDBF Member, special attention should be paid to the appropriate balance between transparency and protection of privacy

Principle.3 - Highest Level of Competence, Integrity and Ethical standards

3.1 Competence of the Members of the Executive Body. Members of the Executive body should be chosen on the basis of their ability, competence, quality, leadership capacity, integrity and experience. The use of outside experts in specific fields should be considered when necessary.

3.2 Power of Signature. Good governance implies proper financial monitoring. In order to avoid any abuse of powers of representation (in particular signing), adequate rules should be set up, approved and monitored at the highest level.

Precise, clear and transparent regulations should be established and applied, and effective controlling systems and checks and balances should be put in place. As a general rule, individual signature should be avoided for binding obligations of an organisation.

3.3 Internal Management, Communication and Coordination. Good internal communication reinforces the efficiency of IDBF Member organisations.

Good information flow inside IDBF Member organisations ensures good understanding by their membership of activities undertaken and allows managers to make timely and informed decisions.

Good working conditions and atmosphere as well as motivation and incentive policies are essential for the smooth functioning of an IDBF Member organisation.

3.4 Risk Management. A clear and adequate risk-management process should be put in place to:

- identify potential risks for the IDBF Member organisations,
- evaluate risks,
- control risks
- monitoring risks,
- ensure disclosure / transparency.

3.5 Appointment of the Members of the Management. Leadership is above management.

The majority of the members of management should be professional. Candidates should have professional competency and an impeccable professional history. The selection process should be based on objective criteria and should be set out clearly.

3.6 Code of Ethics and Ethical Issues. Develop, adapt and implement ethical principles and rules. Ethical rules should refer to and be inspired by the IDBF Code of Ethics. Monitor the implementation of ethical principles and rules.

Principle.4 - Accountability, Transparency and Control

4.1 Accountability.

All bodies, whether elected or appointed, shall be accountable to the Members of the organisation and, in certain cases, to their stakeholders.

In particular, the Executive body shall be accountable to the General Assembly of the organisation. Management shall be accountable to the Executive body.

All employees shall be accountable to Management.

4.2 Processes and Mechanisms.

Adequate standards and processes for accountability should be in place and consistently applied and monitored.

Clear and measurable objectives and targets must be set for the IDBF Member organisation, its boards, management and staff, including also appropriate tools for assessment.

4.3 Transparency and Communication.

Financial information should be disclosed gradually and in appropriate form to Members, stakeholders and the public. Disclosure of financial information should be done on an annual basis.

The financial statements of IDBF Member organisations should be presented in a consistent way in order to be easily understood.

4.4 Financial Matters – Applicable laws, Rules, Procedures and Standards

Accounts should be established in accordance with the applicable laws and “True and fair view” principle.

The application of internationally recognised standards is strongly encouraged in all IDBF Member organisations and required for an IDBF Continental Federation.

For all organisations, annual financial statements are to be audited by independent and qualified auditors. Accountability and financial reports should be produced on a regular basis.

Information about remuneration and financial arrangements of the governing committees’ Members’ should be part of the annual accounts. Clear rules regarding remuneration of the governing bodies managers should be enforced. Remuneration procedures should be transparent and predictable.

4.5 Internal Control System

Internal control of the financial processes and operations should be established within the IDBF Member organisation.

The adoption of a compliance system, document retention system and information security system is encouraged.

The structure of the internal control system should depend on the size of the IDBF Member organisation. Audit committees should be appointed.

4.6 Education and training

There should be an induction programme for all new members of staff, volunteer officers and all Executive board members.

Ongoing education and training of executives, volunteers and employees should be integral to operations. The promotion of self-education and regular training within the IDBF Member organisations’ is encouraged.

Principle 5. Solidarity and Development

5.1 Distribution of Resources

As a principle, financial resources which are proceeds of sport should be allocated to sport and in particular to its development after covering all necessary sports-related costs.

Financial revenues should be distributed in a fair and efficient manner. A fair distribution of the financial revenues contributes to having balanced and attractive competitions. A clear and transparent policy for the allocation of the financial revenues is essential.

5.2 Equity

Resources should be distributed equitably. The equity in sport should be reinforced. The right to participate in competitions should be encouraged and secured for those at an appropriate level for the athletes concerned.

The opportunity to organise large sports events should be open. The criteria for choosing venues for events should be fair and transparent.

5.3 Development

The development of partnership relations with other sports organisations is encouraged. The expansion of facilities for Dragon Boating in all IDBF Member's countries should be promoted by the IDBF Member organization.

Principle.6 - Athletes' Involvement, Participation and Care

6.1 Right to participate and involvement of the athletes in the IDBF Member organizations governing committees.

The right of athletes to participate in sports competitions at an appropriate level is to be protected. IDBF Member organisations must refrain from any discrimination.

The voice of the athletes should be heard in sporting organisations.

6.2 Protection of Athletes

Measures are to be taken to prohibit exploitation of young athletes. Athletes are to be protected from unscrupulous recruiters and agents.

Cooperation with the government of the countries concerned shall be developed. Codes of conduct are to be signed by all IDBF Member organisations.

6.3 Health

IDBF Member organisation shall adopt rules for the protection of the athletes' health and to limit the risk of endangering the athletes' health (medical supervision, number of days of competition, pollution, etc.).

6.4 Fight against doping

IDBF Member organisations shall fight against doping and have an anti-doping policy. Zero tolerance in the fight against doping shall be implemented by all IDBF Member organisations at all levels.

IDBF Member organisations shall protect the athletes from doping in particular through prevention and education.

6.5 Insurance

Insurance in case of death or serious injury is recommended for all athletes and should be mandatory for junior athletes.

Whenever and wherever possible, athletes should be provided with social security coverage and special insurance policies should be available for professional athletes.

The organisers of Dragon Boat events are to obtain adequate insurance coverage.

6.6 Fairness and fair play

Fairness and fair play are central elements of the competition. Fair play is the spirit of sport. The values of sport and friendship shall be promoted by all IDBF Member organisations.

6.7 Athletes' Education and Career Management

For any professional athletes' in membership of an IDBF Member organization, Educational programmes, developing in particular "Sport and Studies" programmes, should be encouraged.

Career management programmes should be promoted. Training professional athletes for new professional opportunities after their sports careers is to be implemented.

Principle.7 - Harmonious Relations with Governments while Preserving Autonomy

7.1 Cooperation, Coordination and Consultation

IDBF Member organisations shall coordinate their actions with governments. Cooperation with governments is an essential element in the framework of sporting activities.

Cooperation, coordination and consultation are the best way for IDBF Member organisations to preserve their autonomy.

7.2 Complementary Mission

Governments, constituents of the IDBF Members', other sports organisations and stakeholders have a complementary mission and should work together towards the same goals.

7.3 Maintain and Preserve the Autonomy of sport

The right balance between governments, the IDBF and IDBF Member organisations should be ensured.

PART.C.

RULES FOR THE APPLICATION OF THE CODE DURING AN IDBF WORLD CHAMPIONSHIP.

Breaches of Part.A. paras 2.5 and 2.6 of the Code of Ethics and their implementation

The texts: Part A. para 2.5 of the IDBF Code of Ethics provides that:

All forms of participation in, or support for betting related to a World Championship Regatta, and all forms of promotion of betting related to the World Championship are prohibited.

Part A. para 2.6 of the Code of Ethics provides that:

Also, in the context of betting, participants in an IDBF World Championship Regatta must not, by any manner whatsoever, infringe the principle of fair play, show unsporting conduct, or attempt to influence the course or result of a competition, or any part thereof, in a manner contrary to sporting ethics.

1. SCOPE OF APPLICATION AND DEFINITIONS

1.1 The Code of Ethics

The Code of Ethics applies in the framework of an IDBF World Championships Regatta and in particular during the period that the 'Championship Village' is open, i.e. from the first day of official training until the day after the final day of racing (the "Period of the Championship"), to all participants attending the championship.

1.2 Participants.

The World Championships' participants (hereafter "Participants") are namely:-

- individual competitors and teams,
- officials, managers and other members of any delegation,
- race officials and jury members,
- all other accredited persons.

2. DEFINITIONS

For the purpose of Part A, paras 2.5 and 2.6 of the IDBF Code of Ethics and these Rules:-

- "Bet" means a wager of money or any other form of financial speculation;
- "Betting" means making, accepting, or laying a Bet and shall include, without limitation, activities commonly referred to as sports betting such as fixed and running odds, totalisator / toto games, live betting, betting exchange, spread betting and other games offered by betting operators;
- "Benefit" means the direct or indirect receipt or provision (as relevant) of money or money's worth (other than payments to be made under sponsorship or other contracts);
- "Competition" means any official event, whether qualifying or otherwise, in the World Championship.
- "Inside Information" means any non-public information (not already published or a matter of public record) about a Competition or Participant (including, but not limited to, information concerning the weather and/ or condition of the field of play or strategy or any injury or other factor affecting a Competition or a Participant) held by or known to a Participant by virtue of his or her position, participation or other form of involvement in the World Championship;
- "Person" shall include natural persons and any form of bodies corporate.

3. IMPLEMENTATION OF THE TEXTS. The following conduct shall constitute a violation of these Texts (in each case whether effected directly or indirectly):

3.1 Betting.

Betting related to a Competition (whether one in which the Participant is directly participating or any other Championship's event), including Betting with another Person on the result, progress, outcome, conduct or any other aspect of such an event or Competition.

1. Participation in or support for the promotion of any form of Betting related to the World Championship
2. Inducing, instructing, facilitating or encouraging a Participant to commit a violation set out in these Rules.

3.2 Manipulation of Results in the context of Betting

Fixing or contriving in any way or otherwise improperly influencing or being a party to fix or contrive in any way or otherwise improperly influence, the result, progress, outcome, conduct or any other aspect of an event or Competition.

1. Ensuring or seeking to ensure the occurrence of a particular incident in an event or Competition which occurrence is to the Participant's knowledge the subject of a Bet and for which he or another Person expects to receive or has received a Benefit.
2. Failing in return for a Benefit (or the legitimate expectation of a Benefit, irrespective of whether such Benefit is in fact given or received) to perform to the best of one's abilities in an event or Competition.
3. Inducing, instructing, facilitating or encouraging a Participant to commit a violation set out in this Rule 3.2.

3.3 Corrupt conduct in the context of Betting

Accepting, offering, agreeing to accept or offer, a bribe or other Benefit (irrespective of whether such Benefit is in fact given or received) to fix or contrive in any way or otherwise to influence improperly the result, progress, outcome, conduct or any other aspect of an event or Competition.

1. Providing, offering, giving, requesting or receiving any gift or Benefit (irrespective of whether such Benefit is in fact given or received) in circumstances that the Participant might reasonably have expected could bring him or the sport into disrepute
2. Inducing, instructing, facilitating or encouraging a Participant to commit a violation as set out in this Rule 3.3.

3.4 Inside information

Using Inside Information for Betting purposes or otherwise in relation to Betting.

1. Disclosing Inside Information to any Person with or without Benefit where the Participant might reasonably be expected to know that its disclosure in such circumstances could be used in relation to Betting.
2. Inducing, instructing, facilitating or encouraging a Participant to commit a violation set out in this Rule 3.4.

3.5 Other Violations

Any attempt by a Participant, or any agreement by a Participant with any other Person, to engage in conduct that would culminate in the commission of any violation of this Rules of Application shall be treated as if a violation had been committed, whether or not such attempt or agreement in fact resulted in such violation.

1. Knowingly assisting, covering up or otherwise being complicit in any acts or omissions of the type described in these Rules of Application committed by a Participant.
2. Failing to disclose to the IDBF World Championship's Jury, without undue delay, full details of any approaches or invitations received by the Participant to engage in conduct or incidents that would amount to a violation as set out in these Rules of Application.
3. Failing to disclose to the IDBF World Championship's Jury without undue delay, full details of any incident, fact or matter that comes to the attention of the Participant that may evidence a violation under these Rules of Application by a third party, including (without limitation) approaches or invitations that have been received by any other party to engage in conduct that would amount to a violation of these Rules of Application.
4. Failing to cooperate with any reasonable investigation carried out by the IDBF in relation to a possible breach of these Rules of Application, including failing to provide any information and/ or documentation requested by the IDBF that may be relevant to the investigation.

4. APPLICATION

4.1 A Breach.

For a breach to be committed, it is sufficient that an offer, agreement or solicitation in respect of conduct prohibited in these Rules of Application was made; it is not necessary that any money, Benefit or other consideration was actually paid or received.

1. To determine Betting related to a World Championship Regatta by a Participant, the direct or indirect interests of the Participant are taken into consideration; this may include, but is not limited to, whether the Participant has a personal or material interest linking him or her with the individual or body participating in, supporting or promoting betting on the World Championship. The same will apply to determine the participation in or support for the promotion of any form of Betting related to the Championship.
2. For the determination of any breach, the following are not relevant:
 - a) Whether or not the Participant is participating in the Competition concerned;
 - b) The outcome of the Competition on which the Bet was made or intended to be made;
 - c) The nature or outcome of the Bet;
 - d) Whether or not the Participant's effort or performance in the Competition concerned were (or could be expected to be) affected by the acts or omission in question;
 - e) Whether or not the result of the Competition concerned was (or could be expected to be) affected by the acts or omission in question.

5. DISCIPLINARY PROCEDURE

5.1 Creation of a Disciplinary Committee.

The IDBF President or in his/her absence, the Chair of the World Championship Jury, will create a Disciplinary Committee, of at least 3 people, other than the Championship Jury, composed of Members of the IDBF Council and/or IDBF Honorary Appointees and/or Members from the IDBF Commissions.

1. The Disciplinary Committee will determine the nature and circumstances of any breach of these Rules of Application, which may have been committed during the Period of the World Championship.
2. The Disciplinary Committee may take into consideration any concurrent, or potential, judicial investigation arising out of the same, or related, facts.

6. DISCIPLINARY COMMITTEE

6.1 Authority.

Pursuant to Rule 5.6 above all measures and sanctions in a given case will be pronounced by the IDBF Executive Committee, in accordance with the IDBF Bye-Laws and/or Competition Regulations concerning Disciplinary measures. The Disciplinary Committee's powers will be those as set forth in Rule 7 below.

7. INVESTIGATORY PROCEDURES & POWERS

7.1 Procedure

Any Participant who a Disciplinary Committee believes may have committed a breach of these Rules of Application shall co-operate fully with any inquiry undertaken by it.

Upon request by the Disciplinary Committee, a Participant must provide any information which the Disciplinary Committee considers relevant to investigate the potential breach, including records relating to the alleged breach (such as betting account number and information, itemised telephone bills, bank statements, internet service records, computers, hard drives and other electronic information storage devices), and a written statement setting out the relevant facts and circumstances around the alleged breach.

7.2 Data Protection

By providing any information requested by the Disciplinary Committee, as above, the Person shall be deemed to have agreed to the purposes of applicable data protection laws and other laws and for all other purposes, to have consented to the collection, processing, disclosure or any use of information relating to his/ her activity to the extent permitted under these Rules of Application.

7.3 Right to be Heard

In all procedures linked to breaches of these Rules of Application arising during the Period of a World Championship Regatta, the right of any person to be heard pursuant to the IDBF Bye-laws shall be exercised solely before the Disciplinary Commission.

The right to be heard includes the right to be acquainted with the charges and the right to appear personally in front of the Disciplinary Committee or to submit a defence in writing, at the option of the person exercising his or her right to be heard.

If the Participant elects to appear before the Disciplinary Committee, he or she may be accompanied at the hearing by a maximum of two persons of his or her choice.

7.4 Measures and Sanctions

The Disciplinary Committee shall provide the IDBF Executive Committee with a report on the procedure conducted under the authority of the Disciplinary Committee, including a proposal to the IDBF Executive as to the measure and/ or sanction to be decided upon by the Executive. In such case, the proposal of the Disciplinary Committee shall not be binding upon the IDBF Executive Committee, whose decision shall constitute the decision by the IDBF.

7.5 Notification to the Participants

The IDBF President, or the Chair of the World Championship's Jury, shall, in confidence, promptly notify the Participant and the representatives present at the championships of the IDBF Member concerned, of the fact that a Disciplinary Committee is investigating a potential breach of these Rules of Application.

The President of the IDBF Member concerned, or his/her representative, shall be invited to attend the hearing and make observations.

If the Participant elects not to appear before the Disciplinary Commission, he or she may submit a defence in writing, which should be delivered to the Disciplinary Commission within the deadline set forth by the Disciplinary Commission to that effect.

If the Participant has already left the Olympic host city, the Chairman of the Disciplinary Commission shall take reasonable measures that he or she considers appropriate in the circumstances in order that a decision can be made as quickly as possible in accordance with these Rules of Application

7.6 Provisional Suspension

The Chair of the Disciplinary Committee may suspend the Participant until the decision has been pronounced by the Disciplinary Committee or the IDBF Executive Committee, as the case may be.

7.7 Opinion of Experts. Adducing other evidence

The Disciplinary Committee may seek the opinion of experts or obtain other evidence on its own motion.

7.8 Intervention by the IDBF Member Organisation Concerned

The IDBF Member organisation concerned will be invited to intervene as an interested third party and adduce evidence.

The IDBF Members, particularly those having a specific procedure in place concerning betting activities, a monitoring system or an investigation/ intelligence system, must cooperate with the Disciplinary Committee during its investigation.

This cooperation includes disclosure of any information they might have in relation to the breach or potential breach of these Rules of Application.

7.9 Notification of Decision

The IDBF President, or the Chair of the World Championship's Jury, shall promptly notify the Participant concerned by a breach of these Rules of Application of the decision the Disciplinary Committee or the IDBF Executive Committee, as the case may be, by sending a full copy of the decision. A copy of the decision shall also be sent to the IDBF Member concerned.

7.10 Consequence of a Disciplinary Procedure

The decision by the Disciplinary Committee or the IDBF Executive Committee, as the case may be, does not prevent the IDBF Member organisation concerned from applying its own Rules and Regulations, including its own sanctions, in addition to those related to the World Championship.

Therefore, the Disciplinary Committee will disclose the results of its investigations to the relevant authority of the IDBF Member concerned.

7.11 Extension of the Code's Applicability

The IDBF Member organisations may decide to apply the IDBF Code of Ethics to themselves and / or to their members (natural or legal persons). To this end, they must declare such decision in writing to the IDBF Secretary-General.

PART.D.

THE IDBF ETHICS COMMITTEE

1. THE COMMITTEE

1.1 Composition and Organisation.

The IDBF Ethics Committee is independent; it is composed of five members, the names of which shall be published annually, among whom there shall be no more than two elected IDBF Council Members and at least three persons who are not elected IDBF Council Members.

These five members shall include a representative of the IDBF Athletes' Commission

1. The members of the Committee shall be designated by the IDBF President and their appointment is subject to ratification by the IDBF Executive Committee.
2. The Chair-holder (Chair) of the Committee shall be appointed by the IDBF President.
3. The Committee reports to the IDBF Executive Committee.
4. The Committee meets when convened by its Chair-holder, at least on a semi-annual basis. The required quorum is constituted if at least three of the members are present.
5. The Committee may have a Secretary appointed by the Committee Chair, in consultation with the IDBF President. When appointed, his or her tasks shall be defined in a job description approved by the Committee Chair and the IDBF President

1.2 Terms of Reference.

In the framework of the competence of the Committee as defined in the IDBF Bye-Laws, the terms of reference of the Committee are:

1. To provide opinions and recommendations to the IDBF Executive Committee on cases submitted by the IDBF President and to give ethical advice to the IDBF Member organisations.
2. To perform any other task, linked to the development of and respect for the ethical principles, assigned to it by the IDBF Executive Committee and / or the IDBF President.
3. The Committee presents an published annual report on its activities to the IDBF Council.

1.3 Conditions & Requirements of Membership.

Members of the Commission shall not take any measure nor exercise any influence in relation to a matter where any conflict of interests or any other conflict exists or is perceived to exist.

1.4 Terms of Appointment of Members

The duration of the term of a Committee member is four years. Such term is renewable.

1. The term of a person who is a Committee member by virtue of his or her IDBF Council Membership shall end when such person ceases to be an IDBF Council Member. He or she may however be appointed as a Committee member in the category of persons who are not IDBF Council Members.
2. The term of office of a Committee member takes effect on the day that their appointment is approved by the IDBF Executive Committee.
3. In the event of the Chair being impeded from performing his or her duties as Chair, the longest serving member of the Committee shall perform these functions.

In the event of death, resignation or inability of a member to perform his or her functions, the member shall be replaced. Any member of the Committee who is to be replaced shall remain in office until a replacement has been approved by the IDBF Executive Committee

2. RULES OF PROCEDURE

2.1 Violations of Ethical Principles of Rules.

The IDBF Ethics Committee (the Committee) will hear complaints received in relation to this Code, either generally or in relation to any specific matter.

1. Referrals to the Committee should be made in writing to the IDBF President, who may make any comments he or she chooses to make concerning the complaint.
2. Any complaint or denunciation sent directly to the Committee shall be forwarded to the IDBF President for analysis and possible official referral back to the Committee.
3. In the case of a complaint or denunciation involving the IDBF President, the analysis and possible referral to the Committee are performed by any two of the IDBF Vice-Presidents.

2.2 Any person implicated in a case submitted to the Committee is immediately informed. Such person may make his / her observations if he / she deems it necessary to do so.

1. If the person in question is a legal person, the Commission will inform its representative. Such representative may make his / her observations if he / she deems it necessary to do so.

2.3 When conducting an inquiry, the Commission may take all appropriate measures, including:

1. ask for written information or documents from the parties concerned;
2. hear the parties concerned, with or without the presence of legal counsel and in the circumstances it decides;
3. decide to hear witnesses as its own decision or at the request of the parties concerned;
4. travel to the place concerned, send one of its members or delegate a person to go there if it deems that such action may clarify the proceedings under way;
5. appoint one or more experts tasked with assisting it on one or more points and establish the scope of their terms of reference and remuneration within the limits of its operating budget.

2.4. The Committee Chair may appoint one of the Committee members as a rapporteur. The Chair may delegate the rapporteur to hear the parties concerned.

2.5. The Committee deliberates in camera and takes the decisions it considers appropriate.

The Commission's deliberations are led by the Chair-holder (Chair). In the absence of a consensus, decisions by the Commission will be taken by a simple majority of the members present.

Votes are taken by secret ballot if the Chair or a majority of members present request it. Proxy votes are not permitted.

If necessary, the members may take part in the deliberations by telephone conference or video-conference. In certain circumstances, the Committee members may be consulted by means of circulating the documents. The deliberations and votes are confidential.

2.6 The Commission may propose to the IDBF the measures or sanctions provided under the IDBF Statutes, Bye-Laws and/or Competition Regulations, or any other appropriate measure, including deciding the scope and duration of the penalty, and the geographical area of the penalty.

The penalty may be imposed by taking into account all relevant factors in the case, including the offender's assistance and cooperation, the motive, the circumstances and the degree of the offender's guilt, as well as whether the breach has been repeated or more than one breach has been committed.

2.7 At the end of an inquiry, the conclusions and recommendations of the Committee are submitted by its Chair to the IDBF Executive Committee through the intermediary of the IDBF President.

Any inquiry involving a natural or legal person must remain confidential until such time as the IDBF Executive Committee takes a decision on the conclusions and recommendations of the Committee.

Before such decision by the IDBF Executive, the IDBF President may refer to the Committee for a second time, points addressed in its conclusions and recommendations, citing other elements.

2.8 The Ethics Committee may choose to notify the appropriate law enforcement authorities in a relevant case.

3. Appeals.

3.1 Any appeal against a decision of the Ethics Panel under this Code may be made only to the Court of Arbitration for Sport or to the IDBF Executive Committee, as allowed for under the IDBF Statutes and/or Bye-Laws, dependent on the status of the person or Code Party against who or whom a penalty has been given.

4. Requests for an Opinion.

4.1 The various organs of the IDBF and the IDBF Members, may ask the Committee for an opinion. Such request must be forwarded to the Committee Chair by the IDBF President.

4.2 Such requests must be made in writing.

4.3 The opinions issued by the Committee are not binding upon it with regard to the exercise of its other competences